

THE DIRECTOR OF
CENTRAL INTELLIGENCE

National Intelligence Council

4 November 1986

All NIOs,

Reference the attached, discussed at today's NIC staff meeting. I talked to [redacted] at the DCI staff meeting about it. He indicates he'll be keeping us in the loop on key visitors--i.e., let us know when they are scheduled--and further suggests that if we wish to provide an input to the DCI on the visitor, that we do so separately from the DI/DO effort, maintaining the independence of the NIC viewpoint. I agree--and leave up to you the appropriateness of providing such inputs on a case-by-case basis--through [redacted] office so he's aware, info copy to me, and to the DI and DO as well.


Barry Horton



STAT

STAT

STAT

~~SECRET~~

26 September 1986

MEMORANDUM FOR: All DO Division Chiefs
All DI Office Directors

FROM: Deputy Director for Operations
Deputy Director for Intelligence

SUBJECT: Support for DCI and DDCI Meetings with Visitors

1. The DCI and DDCI would like better support -- talking points, background papers, etc. -- for their various meetings with foreign and domestic visitors. In general, there tends to be insufficient coverage of substantive issues and inadequate integration of DI and DO material. In thinking about this problem, the following general principles should be kept in mind.


- There is more to consider than what the visitor wants to get out of the meeting. The DCI and DDCI use meetings as opportunities to update themselves on developments and issues relevant to the visitor and always expect to receive more than just biographical material, even if the occasion is merely a courtesy call.
- Whether or not the visiting party has issues to raise, the DCI and DDCI also see meetings as opportunities to raise institutional interests and probe for information themselves. They are not interested in merely exchanging pleasantries.

2. We can do a better job of providing corporate support packages for the DCI and DDCI and still protect compartmented information. To this end, the following procedures henceforth should be followed.

- The Directorate component that schedules a meeting or that has the most substantial dealings with the visitor is responsible for the preparation of a single support package containing relevant material from all appropriate Directorates.
- As a first step in this process, the hosting component should meet with counterpart elements to discuss the purpose of the visit, the support that will be required, and the inputs each component wishes to make. This should not be seen as a tasking session, but rather as a collaborative discussion leading to a joint product.

3. All support packages will be forwarded to the DCI and DDCI through the Executive Staff. The Staff will continue to provide ideas and guidance regarding support for the DCI and DDCI. But the DCI and DDCI strongly believe that the responsibility for developing a more collaborative effort between the directorates must rest with the line components.

 Deputy Director for Operations

 Deputy Director for Intelligence

25X1

~~SECRET~~

3 October 1986

MEMORANDUM FOR: All DO Division Chiefs
All DI Office Directors

FROM: Director, DCI/DDCI Executive Staff

SUBJECT: Support for DCI and DDCI Meetings with Visitors

1. The joint DO/DI memorandum of 26 September 1986 regarding support packages for DCI/DDCI meetings has generated a number of questions regarding proper format. We would like to see the following format generally followed for DCI/DDCI support packages jointly prepared by DO and DI components. It is one the Executive Staff has been using for DCI/DDCI travel folders and other support packages assembled by the Staff. The "package" itself should be a brown folder with a pink Routing and Record Sheet attached. When the DCI and DDCI are both involved in a meeting, two sets will be needed. When the material is unusually bulky, as it can be for trips, a looseleaf notebook should be used.

2. The material inside should be covered by a Table of Contents and be organized in the following categories:

- Talking Points
- Intelligence/Operational Issues (if appropriate)
- Substantive Background
- Biographic Material
- Station Profile (for a meeting with a COS)

25X1

3. The Table of Contents should identify specific items within each category. Here is a sample Table of Contents for a typical package:

TAB A Talking Points for your Meeting with the Foreign Minister of Ruritania.

TAB B Intelligence/Operational Issues:

- The Joint U.S./Ruritania Training Program for the Liberation Movement
- Counterterrorist Cooperation with the Ruritanian Service

25X1

C O N F I D E N T I A L

TAB C Substantive Background

- U.S. Ambassador Jones' Cable Regarding The Visit
- The Ruritania Foreign Minister's Political Ambitions and Prospects
- Divisions Within the Ruritanian Government over Soviet Policy
- The Growing U.S. Trade Deficit with Ruritania.

TAB D Biographic Material.

4. In regard to Talking Points, the standard DO format is a good one, and can accommodate input from both Directorates as appropriate. It is important that the talking points be long enough to be substantively complete and sufficient to support the DCI/DDCI through a wide-ranging conversation. (In a sense, the talking points should be a synthesis of the more detailed information elsewhere in the package.)

5. Please keep in mind that the above is general guidance. We expect the line components to exercise their own judgment as to the best precise format to meet the circumstances.



25X1